

CONSER Standard Record: Cheat Sheet for Catalogers

MARC Tag	Descriptive Element	Instructions	Notes
006 \$a	Additional material characteristics	Only \$a required	“Form of material”
007 \$a \$b	Physical characteristics	Only \$a and \$b required	“Category of material” and “Specific material designation”
008/22	Form of original item	Required only for original microforms	Not required to code for newspapers, e-resources, etc.
008/18-19	Frequency/Regularity	Not required	(Note: You will get an OCLC validation error by leaving these blank!)
008/29	Conference pub	Not required	
041 \$a	Language	Only \$a required	Make notes in 546 about summaries, translations, etc.
130	Uniform title main entry	Not required to differentiate from another serial	Exceptions: Monographic series, generic titles entered under title
130/240	Uniform title	Do not create for translations or language editions	Make added entry instead (730/740)
245 \$b	Other title information	Not required	Option: transcribe if needed to clarify or support title proper
245 \$b	Parallel title, initialism/acronym	Not required	Record instead in 246, with indicators 31 and 30, respectively
245 \$c	Statement of responsibility	Not required	Assume usage is being recorded in the name authority record; exception: if no authority record is being created/updated, then transcribe
246	Variant title	Code all indicators 3 [blank]	Exception: Minor title changes – code 1 [blank] \$i [note] \$a [variant title]
260 \$c	Date of publication	Not required	Supply instead in 362 unformatted note
300 \$a	Extent of publication	Not required	Exception: Required for tangible, non-print formats only
321	Former frequency	Not required	If updating copy, follow established CONSER practice
362	Designation	Use indicator value “1” only	Use format “Began ...” and transcribe data as found (standard abbreviations not required)
500	General notes	Always record: Source of title, DBO, and LIC if applicable	Transcribe designation as found (standard abbreviations not required)
515	Numbering peculiarities	[Optional]	Option: use to record changes in numbering, new series, etc.
530	Additional format	Not required	Use 776 \$i instead when record for the other format exists
538	System details note	For direct access resources:	Only required: type of operating system, type of PC if necessary
538	System details note	For remote access resources:	Only required if resource is accessed <i>other</i> than by the World Wide Web
550	Issuing body note	Not required	Assume usage is being recorded in the name authority record; exception: if no authority record is being created/updated, then create note
76X-78X	Linking fields	Record as usual	Exception: 773, 774, or 787 fields not required
856	Electronic access	Record as usual	Use only generally-accessible URIs